

- j. Home Schooling – Commander’s Responsibility – Mr. Haines provided an update to the CCAC membership from the Nov 02 DEC. This issue was an Army in Europe issue responding to commanders concerned with their responsibility with home schoolers. He provided the latest proposed DoDEA solution to this issue. Their solution is to publish the DoDEA’s Toolbox for Overseas Installation Commanders. Draft document was provided to and discussed at the CCAC. DoDEA’s believes this document provides details how overseas commanders have the legal authority to deal with issues relating to home schooling. After discussion it was determined this toolbox is not sufficient. Commanders requested the previous policy letter and parental choice form be reissued to collect the number of home school students. Toolbox coupled with parental choice form should give commanders what they need. How to ensure everyone completed the parental choice form was discussed and all agreed this was going to be a problem. The last parental choice form gave Commanders the authority to take legal action against both military and civilian members for not completing the parental choice form. JAG had advised to not discriminate against the home school population to those enrolled in DoDDS had to complete the form as well. **Status: Republish the Army in Europe Parental Choice Policy letter. Work with JAG to attempt to exempt completion of the form for students enrolled in DoDDS.**
- k. Home Schooling – Funding Impact – The previous CCAC carried over this issue asking DoDDS to provide any impact of providing auxiliary services to home schoolers. New legislation mandated these services be provided to home schoolers. Ms. Ohman has been collecting any associated costs; to date costs have been insignificant. **Status: Closed.**
- l. Home Schooling – DRAFT Home Schooling Policy Memorandum – This issue was carried over from the last CCAC pending the publication of DoDEA’s Home Schooling Policy. Policy was published 6 Nov 02 to neither encourage nor discourage DoD sponsors from home schooling. **Status: Closed.**
- m. Kindergarten Reduced PTR - This issue is remaining from the last CCAC. We sent this to the ESC and when it got to the Pre-DEC they indicated that research does not support a lower PTR in Kindergarten has a positive impact on student achievement. The current PTR for Kindergarten is 24:1 with an instructional aide in every class. The Commonwealth of Virginia has a 29:1 PTR, Fairfax County is 24:1. After discussion CCAC members agreed to close this issue. **Status: Closed.**
- n. Status of Student Teachers – Issue left over from the last CCAC. Original issue was that in Belgium there is still a problem with the status of student teachers. An additional NATO identification card is required to use services. The 80th ASG has submitted a proposal that DoDDS establish two Schedule B positions that would satisfy the Belgium government requirements. DoDDS Europe reviewed the proposal and determined it required additional Full Time Equivalents, which are not available. CCAC members agreed this is a local issue and not a CCAC issue. COL Quinn agreed and will have his JAG work this. **Status: Closed.**

- o. Education Review Helpful for Command Sponsorship Approval - At the last CCAC, LTC Drago presented this issue to the CCAC requesting USAREUR develop a policy to assist commanders while they are considering/deciding to approve command sponsorship. Dependents are inherited and very little is known of their particular situation. A screening process to include EFMP should be followed before sponsorship is granted. CCAC members reaffirmed a policy is needed. A draft memorandum has been prepared and will be sent out for review. **Status: Send draft policy letter for staffing, include JAG, DoDDS, 1st PERSCOM, and the ASGs.**
- p. Proposal to designate Vilseck as a Level IV EFMP Community – At the previous CCAC, members agreed to request the status of Vilseck being designated a Cat IV EFMP community. Original request was submitted to OSD on 14 Feb 01 recommending the addition of two CAT IV schools in the communities of Vilseck and Baumholder. Army in Europe Exceptional Family Member Program Working Group has tasked DoDDS Europe to request the status of the Army in Europe's request. A collateral issue was discussed concerning the new elementary school at Grafenwoehr. Mr. Haines will discuss if a request needs to be submitted at the next EFMP Working Group to make Grafenwoehr a Level IV EFMP community. **Status: USAREUR staff is working this issue and will report back to CCAC.**
- q. Extra-Curricular Duties – At the previous CCAC this issue was discussed. Substitute teachers performing extra-curricular duties do not receive the same pay as regular teachers. Teachers sub-contract this out and pay only a portion of the amount they receive. How are personnel screened to perform these duties? DoDDS formed a working group to look into this. The working group met and made several recommendations concerning extra-curricular duties. Recommendations were sent to DoDEA for action. **Status: DoDDS will request status of the working group recommendations and report back at the next CCAC.**

- r. School Bus Automated Vehicle Location (AVL) System Initiative – Source selection has been revised due to a requirement for technical evaluations. Clarification requests, and deficiency reports and an opportunity to revise their proposals are ongoing. New source selection and contract award is expected in May 2003. Agreements can then be reached with communities on monitoring, managing, and operating the system, and for support and emergency response. Mr. Haines shared with the members that DoDDS will fund a second workstation at each location to be placed where commanders see fit. Commanders understand they will have a role in this initiative. When contract is awarded and all requirements are known an Army in Europe policy will be developed. **Status: IMA will continue working with staff and DoDDS Europe to finalize and coordinate mutually supportive guidance, with a target date of 15 June 03. After coordination with BASOPS Commanders and DoDDS Europe, plan will be published 30 July 03. System will undergo implementation and testing prior to system becoming operational at the end of August 03.**
- s. Bus Security Attendant Program (BSAP) – At the July CCAC Mr. Merhar requested an update on having a 2nd Adult on the Bus. Mr. Murphy updated CCAC members with the Security Attendant Initiative that received funding from Program Budget Decision 763 Combating Terrorism (CbT) funds for Fy03-07, \$9M per annum is the projected operations cost. **Update:** Program will be on-line in Sept 03. The \$9M budget will not cover 100% of the routes. Bahrain and Turkey will be given first priority and be 100% covered. Other coverage will be determined by number of attendants deemed affordable by available funds, risk factors, and percentage of routes. Attendants were funded for security reasons but will have a secondary mission of discipline and monitoring. Members asked if the monitors are required to speak English, answer is yes and they will be required to have 1st Aid and CPR training. **Status: DoDDS Europe will provide periodic updates.**

5. New Business

- a. CDC Survey of Youth Risk Behaviors – Nancy Maddy introduced this topic to the CCAC members. In 1999 a Risk Behavior Survey developed by the Center for Disease Control was being conducted in DoDDS-E High Schools, grades 9-12. The Adolescent Substance Abuse Counseling Services (ASACS) administered the survey. Implementation of the survey was the result of numerous requests from commanders to know more about risk behaviors in their communities. DoDEA then notified schools in 2000 that the survey was administered without OMB authorization, and that the collection of information must be discontinued immediately. ASACS then submitted a lengthy research protocol to DoDEA justifying the purpose of the survey to be forwarded for OMB approval in summer, 2001. DoDEA concurred, but did not forward to OMB. 22nd ASG is submitting this issue to the CCAC to get a sensing if this is something we should pursue. After discussion, CCAC members agreed this information is something they would like to have. Decision was to have 22nd ASG pilot this program. They will have ASACS resubmit their request to DoDEA, Judith Williams, and request they submit to OMB for approval. 22nd will take lead on this and report back to the CCAC members. **Status: 22nd ASG takes lead on this issue and will pilot the program and report back to the CCAC.**
- b. Family Care Plans – Ms. Ohman discussed the importance of considering education opportunities for dependents at the alternate location when reviewing Family Care Plans. Members must be advised that if DoDDS or public schools are not available at the alternate site they could incur non-reimbursable tuition costs. After a lengthy discussion recommendations were made. One recommendation was to add this topic to the Company and Senior Commanders Courses. Another was the to include the information on the S-Gate and Dependents Education Homepage. IMA will review the forms associated with the Family Care Plan and see if something could be added to ensure this point is considered. ASG commanders agreed there are many other issues associated beyond the scope of the CCAC with the Family Care Plans that needs consideration. **Status: IMA will take the lead and review the plans to see if it can be modified, and get this info added to the other venues.**

- c. Early Registration Assistance & Space Available Students – Ms. Ohman requested command support for school registration programs. Many space available enrollment issues were raised at the beginning of SY02/03. In order to prevent this from re-occurring DoDDS-E personnel met and developed strategies. Command support is critical to ensure the participation of parents in registration during spring 2003 for the strategies to be successful. On-line registration will be available after 15 April 03 if testing is successful; CONUS families will have access as well. DoDDS-E will provide the on-line registration web site to IMA who will provide this to 1st PERSCOM to update S-Gate. IMA EUR will send a message to IMA HQs requesting they get the word out the to the other regions. IMA will work with 1st PERSCOM to see if something can be included on orders. DoDDS recommendations were:

Hierarchy of Categories: while the definitions provided in DoD Instruction 1342.13 are reasonably clear, service members who requested exceptions to feeder plan regarding the priority of placing Space Available students raised challenges. The service members argued that because they are Category I (Space Required, Tuition Free) that they should receive preference over Category 2-4 students. Additional arguments were made regarding childcare needs, place of work, and other circumstances unique to specific communities and commands.

- **Recommendation 1:** Requests for Exception to Feeder Plan will be considered to be Category 3-F (Space Available – Tuition Free) and will be placed after all Category 2 and Category 3a-3e have been accommodated.
- **Recommendation 2:** Within Category 3-F, requests for Exception to Feeder Plans will be accommodated after all other students normally classified as 3-F have been placed (i.e. Minor dependents of DoD civilian sponsors who are U.S. citizens, who work full time, are paid from appropriated funds, and who are not assigned overseas pursuant to a transportation agreement. They may or may not be entitled to a living quarters allowance at the “with dependent” rate.) Other decisions regarding the priority for Exception to Feeder Plan requests will be based on the sponsor’s original category.

Enrollment Management: Decisions of whether or not a Space Available student would be enrolled were made late in the summer. This was due in large part to questions regarding the accuracy of enrollment projections.

- **Recommendation 3:** Given that DoDDS enrollment projections have proven to be basically accurate and that our “worst fears” regarding excessive Space Available requests were not realized in SY 2002-2003, DoDDS-Europe should be able to accommodate students currently enrolled as Category 2 and 3 (Space Available) on an ongoing basis, i.e. commitments to sponsors in these two categories should be made as early as the end of the school year.
- **Recommendation 4:** DoDDS-Europe Districts will review and develop projections procedures to promote greater accuracy and confidence in enrollment projections.
- **Recommendation 5:** Availability of Category 3-F Request for Exception to Feeder Plan and Category 4 enrollments will be determined as soon as possible but no later than the 4th day after the start of the school year. Until that determination is made by the principal or Superintendent, sponsors need to understand that enrollment is not authorized and that they should make alternative arrangements.
- **Recommendation 6***: To the greatest extent possible authorization for students currently (SY 2002-03) enrolled in Categories 2-4 and for students in these categories for whom enrollment is authorized in years subsequent to 2002-2003 will be for the duration of the sponsor’s overseas assignment.

Feeder Areas/Plans: Requests/suggestions were made by parents and commands that DoDDS should begin to base school feeder/catchment areas based on place of work and childcare facilities in military communities

- **Recommendation 7:** The only way that DoDDS schools and districts can practically manage feeder zones is based on living quarters. Each district will review and validate existing feeder areas and will coordinate, inform, and communicate this information with installation housing authorities and school liaison officers.

Duration of Exception Feeder Plan Approvals: Once an exception to feeder plan is granted there does not appear to be cause to deny this exception in following school years.

* This may not be possible under the existing statutes and regulations.

- **Recommendation 8:** All Exceptions to Feeder Plan granted by Districts for SY 2002-03 will extend through the sponsor's DEROS with the exception of the Kaiserslautern District where exceptions authorized for SY 2003-04 will extend through the sponsor's DEROS.
- **Recommendation 9:** Kaiserslautern will make determinations for SY 2003-04 Exceptions to Feeder Plan in coordination with KMC Commanders/School Liaison Officers.

Long Term/Policy Issue: With the growing number of Category 2 personnel (Space-Available, Tuition Paying (Federally Connected)), the basis of enrollments and categories of enrollments outlined in 1342.13 has changed.

- **Recommendation 10:** DoDEA should review the designation of Category 2, Space-Available, Tuition Paying (Federally Connected) to determine if this continues to be appropriate or if this should be changed to Space-Required, Tuition Paying (Federally Connected).

Status: IMA will develop a plan for ASG/BSB support.

- d. Medical Coverage at Athletic Events – Ms. Ohman explained to the membership that in August 98 the ESC agreed to a set of standards for medical coverage at Athletic Events. None of these standards required an ambulance be present. USAREUR subsequently issued guidance that an ambulance would be present for all collision/contact sports (football, wrestling, and soccer). The other component commands follows the ESC guidance. This causes confusion and interpretations where events cross service lines. ASG commanders' consensus is that ambulance coverage should be continued. Mr. Haines will update the Army Europe memo for SY03/04. Ms. Ohman will bring this issue up at the ESC. **Status: Army Europe will issue a new ambulance policy for SY03/04.**
- e. Principal Notification of Unit Deployments – Ms. Ohman requested principals be notified of unit deployments. Schools must be prepared to assist with these difficult times. They have resources and plans in place but must be notified to implement. ASG commanders agreed and will ensure principals are notified. **Status: Closed.**
- f. Schools need to be notified and involved in the Casualty Assistance Notification Process – Ms. Ohman requested that administrators be a part of all installation planning teams for deployments, crisis response, casualty assistance and notification. An accident or fatal combat incident will have impact beyond the immediate family to include members of the child's class as well and friends of the family. It is important that the school administration be aware of family incidents and other potentially traumatic situations to be able to maintain a safe and secure learning environment. ASG commanders agreed to keep school administrators informed, but requests all privacy rules be followed. **Status: Closed.**
- g. School Liaison Officer Placement within ASGs and BSBs – After a brief discussion among the ASG commanders, the Regional Deputy Director announced that the placement of School Liaison Officers is a commander's decision, to include directly under the garrison commanders if that is their choice. **Status: Closed, Commanders will place the SLOs where they deem appropriate.**
- h. Dependent Education Survey – EUCOM has asked that the results of their Dependent Education Survey be briefed at all School Advisory Committees (SAC) and Installation Advisory Committees (IAC) and other interested installation agencies. EUCOM further requested the areas of concern are discussed and if they apply to a particular location a course of action be developed and included in the end of year SAC/IAC reports. Donna Tomsic requested IMA send this out as a formal tasker. **Status: IMA will task this to the ASGs.**

- i. Commander's Input to District Superintendents' and Administrators' Evaluation Process – Ms. Ohman has requested input from commanders on district superintendents' and school administrators' evaluations. In response to Ms. Ohman's letter concerning this subject, DCG wanted to know the process and this HQs involvement. **Status: IMA will determine DCG's intent for command involvement.**
- j. Overcrowding in DoDDS Elementary School Classrooms (AFAP Issue) – Mr. Hall sent this AFAP issue to the CCAC from the General Officer Steering Group. The AFAP issue addressed overcrowding in DoDDS Elementary School Classrooms. The issue suggests staffing should be based on individual classroom population, not school size, to more accurately meet the teacher to pupil ratio of 1:18 for grades K-3, and 1:21 for grades 4-6 as required by DoDDS. Issue also requests DoDDS be required to increase reserve positions to use in schools where these ratios are not being met. After much discussion CCAC members did not vote to send this issue to the ESC, instead they decided more data was needed. Issue needs to be researched further; DoDDS needs this additional information to re-analyze the issue. **Status: IMA will collect additional information and send to DoDDS for further analysis.**

6. Open Discussion – COL Quinn asked Ms. Ohman about a situation where the School Counselor is the Union Rep, he thought it was a conflict of interest. Diana indicated this is a normal situation and not a conflict of interest. COL Quinn mentioned that Principals rotate every five years but teachers do not, he notes this is an interesting dilemma. COL Quinn also mentioned force protection issues especially for Volkell. COL Carroll asked Ms. Ohman about in-service days with the delay of school next year, Ms. Ohman indicated there would still be two or three in-service days. COL Dingle asked if school starting late would affect the semester break. Ms. Ohman stated the semester break would stay as planned. He also mentioned the 98th ASG has an AFAP issue requesting better alignment of training holidays and in-service days. COL Latham stated the importance of registration issue because overages at the beginning of the school year affect the entire year. He indicated this requires a effective marketing plan.

7. Closing Remarks – Ms Ohman requested that commanders' lean on DoDDS for assistance. COL (P) Pearson closed the meeting by thanking everyone for his or her attendance and support. He thanked everyone for all that they do.

8. Meeting Adjourned at 1700.

ISSUE	RECOMMENDED ACTION	OPR
Summer School	CLOSED	N/A
Advanced Placement Course Requirements	DoDDS has been asked to provide the number of AP teachers with the number of teachers that have been trained by district.	DoDDS
UK Tuition Policy	CLOSED	N/A
Teacher Transfer Program	DoDDS have been asked to provide a historical trend of local hires and the number of local hires that applied and did not get a job.	DoDDS
Hinterbrand Lodge	CLOSED	N/A
NATO School Oberammergau	CLOSED	N/A
Free and Reduced Meal Program	Forwarded to European Schools Council (ESC)	ESC
Space Available Tuition Free Status	Forwarded to European Schools Council (ESC)	ESC
Exceptional Family Member Program	CLOSED	N/A
Home Schooling – Commanders Responsibilities	Commanders were not satisfied with the DoDEA's Toolbox for Overseas Installation Commanders. Commanders requested the previous policy letter and parental choice form be reissued to collect the number of home school students.	IMA SLO JAG ASGs
Home Schooling – Budget Impact	CLOSED	N/A
Home Schooling – DRAFT memorandum	CLOSED	N/A
Kindergarten Reduced PTR	CLOSED	N/A

Status of Student Teachers	CLOSED	N/A
Education Review Helpful for Command Sponsorship Approval	Draft policy letter has been prepared and will be sent out for staffing.	IMA SLO JAG DoDDS 1st PERSCOM ASGs
Proposal to designate Vilseck as a Level IV EFMP Community	The EFMP Working Group has an open item to DoDDS Europe to check the status of this request. IMA SLO will bring up Grafenwoehr at the next EFMP Working Group.	IMA SLO EFMP WG DoDDS
Extra-Curricular Duties	DoDDS has sent recommendations to DoDEA and will provide status at next CCAC.	DoDDS
School Bus Automated Vehicle Location (AVL) System Initiative	A plan must be finalized to coordinate a mutually supported guidance for AVL implementation	IMA SLO DoDDS ODCSOPS PMO
Bus Security Attendant Program (BSAP)	Program scheduled to be on-line September 03. DoDDS will provide updates as they occur.	DoDDS
CDC Survey of Youth Risk Behaviors	ASG Commander's this is information they would like to have. 22nd ASG will pilot this initiative.	IMA SLO 22nd SLO ASACS DoDDS DoDEA OMB
Family Care Plans	IMA will take lead and review the family care plans to see if the plan can be modified as well as getting this info added to other venues.	IMA SLO 1st PERSCOM
Early Registration Assistance & Space Available Students	IMA will develop a plan for ASG/BSB support	IMA SLO
Medical Coverage at Athletic Events	Army Europe will issue a new ambulance policy for SY03/04	IMA SLO

Principal Notification of Unit Deployments	CLOSED	N/A
Schools need to be notified in the Casualty Assistance Notification Process	CLOSED	N/A
School Liaison Officer Placement within ASGs and BSBs	CLOSED	N/A
Dependent Education Survey	IMA will task this to the ASGs	IMA SLO
Commander's Input to District Superintendents' and Administrators' Evaluation Process	IMA will determine DCG's intent for command involvement	IMA SLO ASGs BSBs
Overcrowding in DoDDS Elementary School Classrooms (AFAP Issue)	IMA will collect additional information and send to DODDS for further analysis	IMA SLO 100th SLO DoDDS